Chapter 3

Approving and Submitting Vouchers for Payment

3.1

Chapter Overview

After vouchers have been saved, they must be approved by designated users at the agency. The ability to approve is based on the user's security access. The number of approval levels at an agency varies according to agency policy. Once a voucher has received the final agency-level approval, it can be submitted to AOS for final approval and payment.

To submit vouchers for payment, the AP Collator prints a Transmittal Form for each approved voucher, runs the AP Collator Report, and puts all the invoices, forms, and the AP Collator Report in a pouch to send to AOS.

After AOS has approved the vouchers, the vouchers will each be paid in the Pay Cycle that runs on the voucher's scheduled due date.

Before vouchers can be picked up in a Pay Cycle, they must also pass document tolerance and budget-checking and be posted. Document tolerance, budget-checking, and posting run automatically every two hours. Users no longer run these processes for individual vouchers.

NOTE

Vouchers are routed for approval when they are saved, regardless of their document tolerance or budget-checking status. Approvers should verify these statuses before approving a voucher. Also, once a voucher has passed document tolerance and budget-checking, it will be posted on its accounting date, regardless of its approval status.

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If a voucher fails any of the processing, if it is denied by an approver, or if the user realizes a mistake has been made, a number of actions can be taken, depending on the problem and the status of the voucher. Corrections may require that the voucher be unposted or closed. A limited number of users have access to the unposting and closing processes. For information on correcting vouchers, see Chapter 4: Troubleshooting and Correcting Vouchers.

Some agencies may use the high-volume payment process to create payments. High-volume payments originate from another system, go to a payee that is not in the ENCOMPASS vendor file, and are not reportable (for example, tax refunds, child support). The payments DO NOT originate as vouchers in the ENCOMPASS Payables system.

Chapter Objectives

By the end of this chapter, you will be able to:

- Approve (or deny) vouchers
- Submit vouchers to AOS for payment
- Process high-volume payments (few agencies)

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Approving (or Denying) Vouchers

Users who have approval roles may receive the following items on their Worklist for approval:

- Individual vouchers
- Vouchers created from the voucher build process
- High-volume payments

The approval process is similar for each type of item. This section outlines the steps to approve individual vouchers.

All agencies have at least one level of voucher approval. (Vouchers are no longer entered as pre-approved.) When a voucher is saved, it is routed to the Worklist of the next designated person for approval. When that person approves the vouchers, it is routed to the Worklist of the next person, and so on, according to how the agency's approval process has been set up.

Approvers should run the SOIAP008 query to verify the voucher information. See Chapter 2: Entering Vouchers or Chapter 4: Troubleshooting and Correcting Vouchers for information on running the query.

Approvers should ensure that all information on the voucher is correct, because when they approve a voucher, they are responsible for its accuracy. In particular, approvers should check for the following:

- **Verify that vouchers for purchase orders are copied from PO receipts**. It is very important that all vouchers for a PO are created from the PO receipt so that the encumbrance created by the PO is relieved.
- Verify that Chartfield values are correct.
- Verify the dollar amount is correct.
- Verify the vendor information, along with the remit to address.

If a voucher needs to be corrected, deny the voucher. The voucher will be routed back to the user who entered it so that person can take the appropriate action. The person denying the voucher sends the original invoice back to the originator, with documentation indicating what needs to be corrected. The particular process for notifying the originator of the reason for denial is determined by agency business processes. When the user makes the changes, the voucher goes through the approval workflow again.

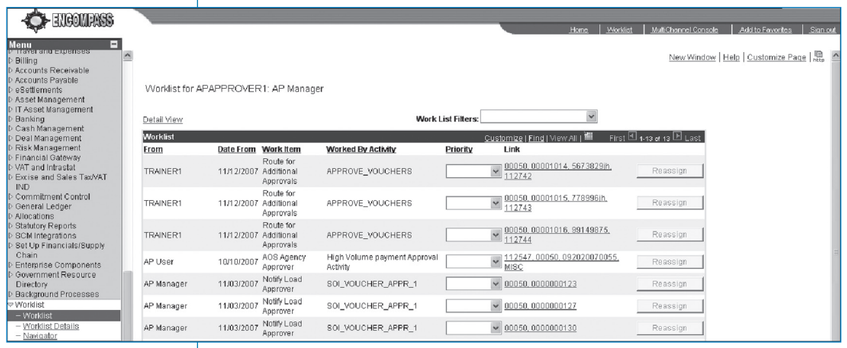
Once a voucher has been approved at the final agency level, it can be submitted to AOS for payment.

If necessary, vouchers can be accessed from the Voucher Approval menu path, rather than from the approver's Worklist. The two methods are shown below.

Approving or Denying a Voucher from the Worklist

Procedure | Review voucher information

Vouchers requiring approval are routed to the approver's Worklist.



APSC25 ENCOMPASS home page

Step	Action
1	Click the **Worklist** link.
2	Click on the item you want to review.

APT19

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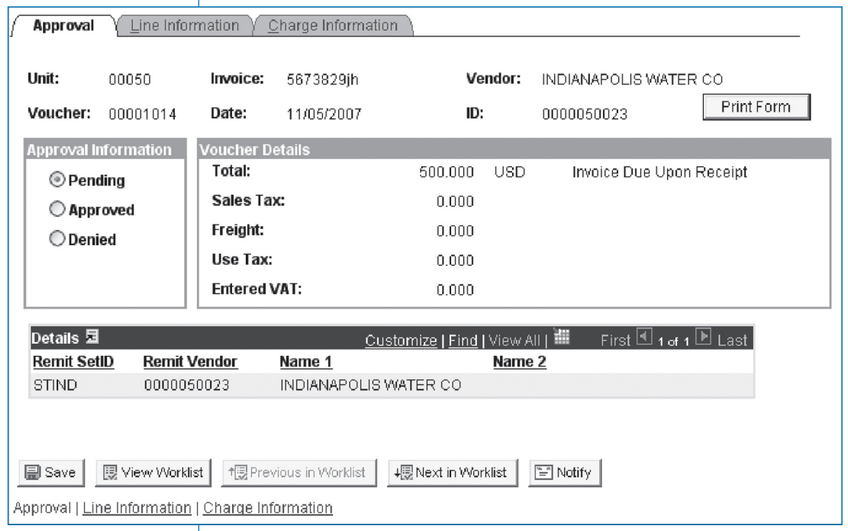

APSC26 Approval page

Step	Action
3	Review summary information on the Approval page.
4	Click the **Line Information** tab.

APT20

APSC27 Line Information page

Step	Action
5	Review line item detail on the Line Information page.
6	Click the **Charge Information** tab.

APT21

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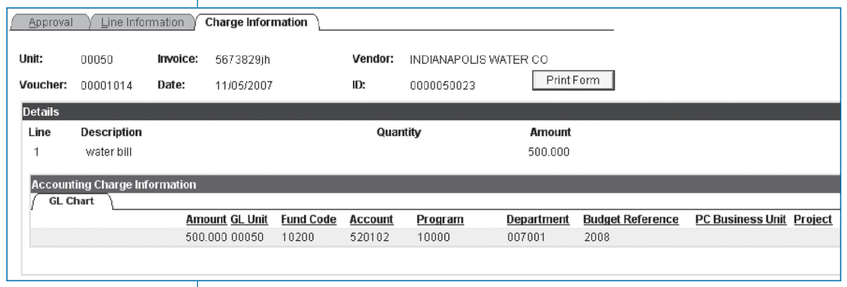

APSC28 Charge Information page

Step	Action
7	Review accounting information on the Charge Information page.
8	Return to the **Approval** page.

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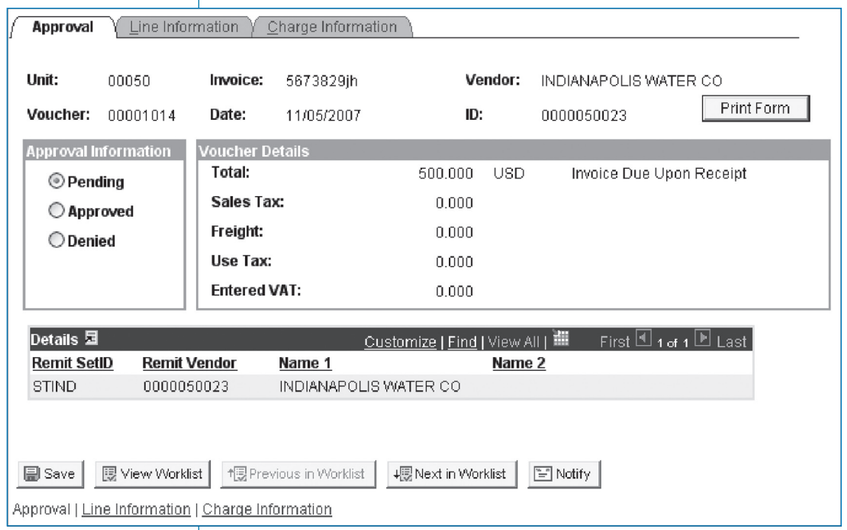
Procedure | Approve or deny the voucher

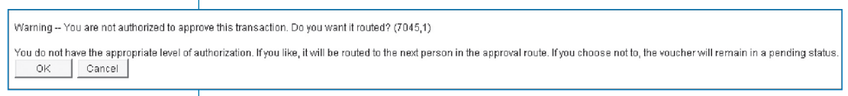


APSC29 Approval page

Step	Action
1	Select **Approved** or **Denied**.
2	Click **Save**.

APT23

Because this approval is not the final approval for the voucher, a message appears saying you do not have authority to perform this action.



APSC30

Step	Action
3	Click **OK** to send the voucher to the next approval level.

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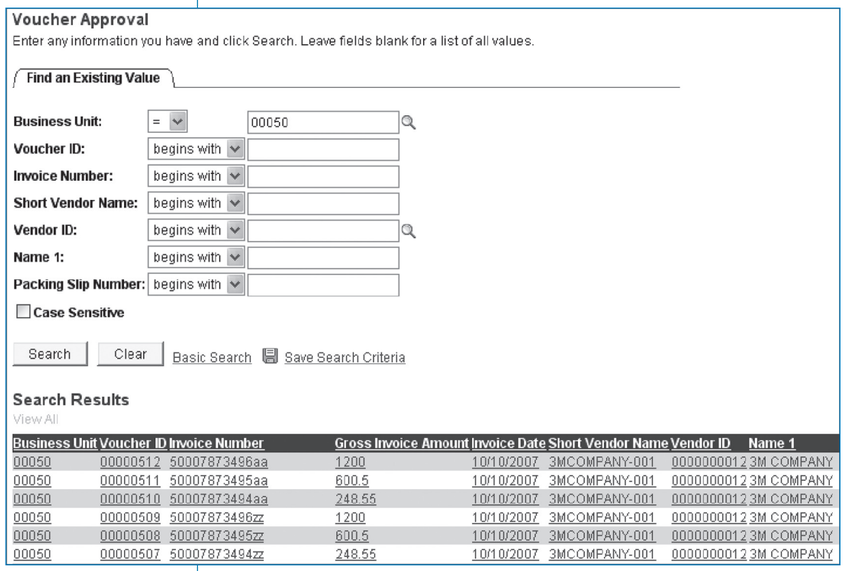
Approving or Denying a Voucher Through the Voucher Approval Menu Path

You can use the Voucher Approval menu path to access vouchers for approval. Approval processing steps are the same, regardless of whether you arrive at the Voucher Approval Component through the Worklist or by navigating through the menus.

Navigation

Accounts Payable >> Vouchers >> Approve >> Approve Vouchers



APSC31 Find an Existing Value tab

Step	Action
1	Verify the **Business Unit** and click **Search**.
2	Click on the voucher you want to review.

APT25

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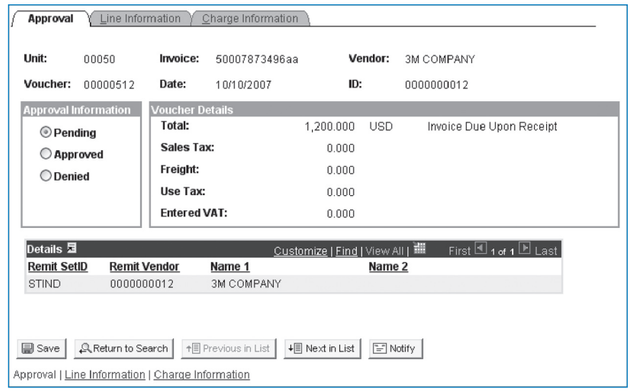

APSC32 Approval page

Step	Action
3	Follow the steps as outlined in the previous section, Approving or Denying a Voucher from the Worklist.

APT26

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Submitting Vouchers to AOS for Payment

After a voucher has received final agency approval, it is ready to be submitted to AOS for final approval and payment. AOS requires that a Voucher Transmittal form be printed for each invoice, that the vouchers be submitted in pouches, and that the AP Collator Report be printed to identify the vouchers in the pouch.

Pouches of vouchers should be separated according to whether they are PO vouchers, non-PO (claim) vouchers, or travel vouchers. Do not combine different types of vouchers in the same pouch.

The original invoices should be arranged in the order they are printed on the query. The AP Collator Report should be placed on top of the stack of vouchers and transmittal forms, and the entire stack should be placed in an envelope. Before submitting a voucher pouch to AOS, make a copy of the contents.

Send the pouch to AOS. Vouchers should arrive at AOS at least four business days before they are due to be paid. When AOS receives the pouch, the invoices are audited and approved for payment or either returned to the agency for correction. Approved vouchers are picked up in the Pay Cycle that runs on their scheduled due date. The morning after payments are created, agencies receive the Warrant Distribution Report and any remittance advices or checks that they have requested to be sent to them.

If you have a voucher that needs to be rushed for payment, contact AOS to let them know you are sending an urgent voucher. Mark the voucher as “special” on the AP Collator Report.

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NOTE

Vouchers will be paid according to their due date, NOT according to when they are submitted to AOS.

To prepare a voucher pouch for AOS:

A. Print a transmittal form for each voucher to be submitted and attach it to the original invoice.

B. Run the AP Collator Report to Excel and verify that it lists only the vouchers being submitted.

C. Arrange the invoices in the order they print on the query.

D. Make a copy of the voucher pouch.

E. Send the voucher pouch to AOS.

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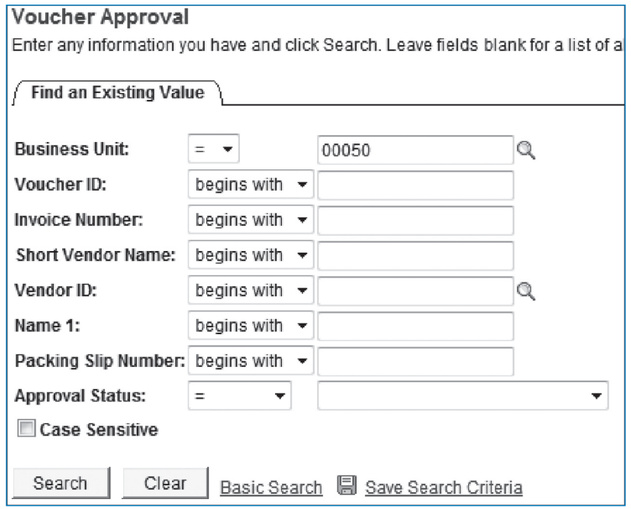
Procedure | Print Voucher Transmittal Form

The Voucher Transmittal Form should be printed after the voucher has received final agency approval. If necessary, it can be reprinted.

Navigation

Accounts Payable >> Vouchers >> Approve >> Approve Vouchers

Enter the Voucher ID number of the voucher you wish to print.



APSC33 Find an Existing Value Tab

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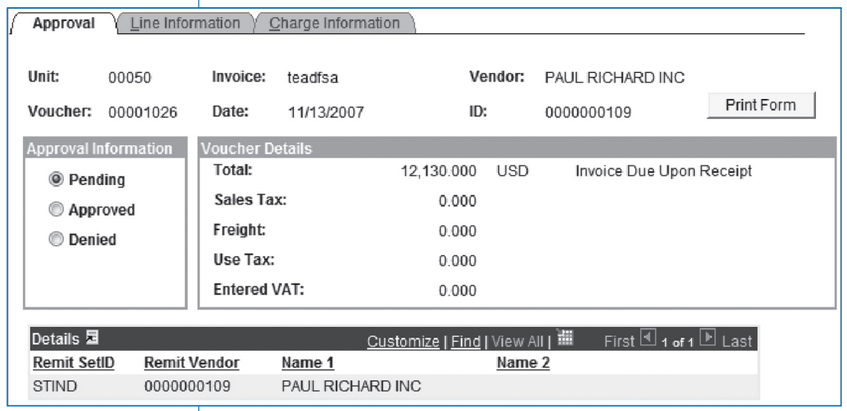
On this page, click the **Print Form** button to create the transmittal form.



APSC34 Approval page

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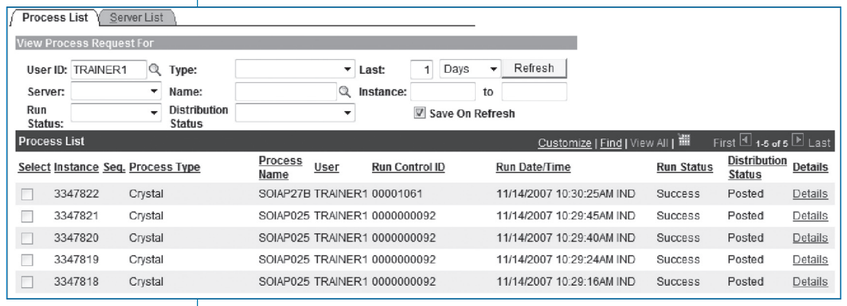
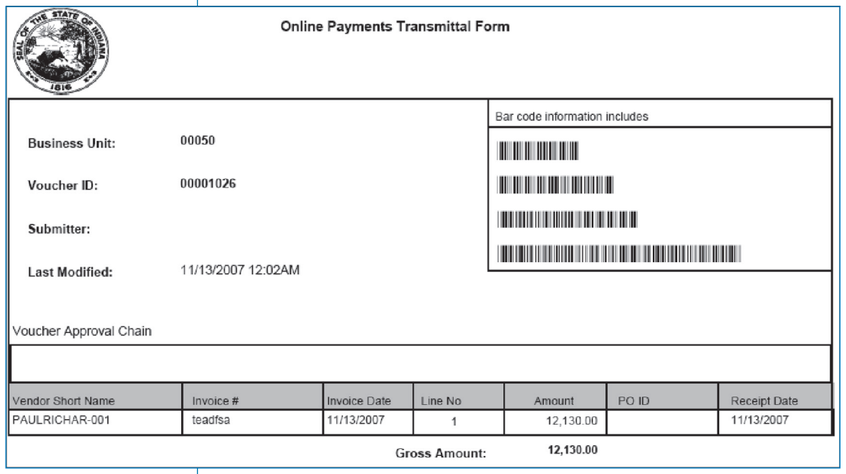
After you have clicked the **Print Form** button, the Process Monitor appears.



APSC35 Process Monitor



APC01

After the report runs, if you choose to print the form or save it to your computer, you must click the icons in the Adobe window.

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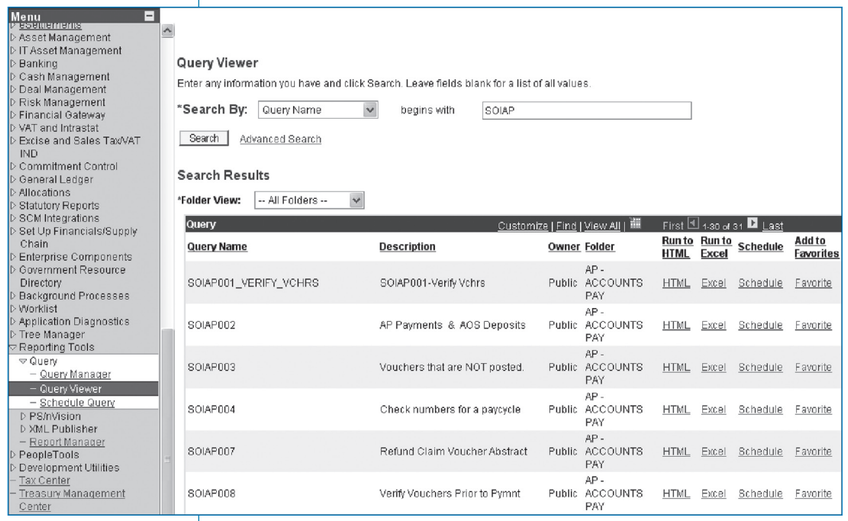
Step	Action
1	Navigate to **Voucher Approval** page.
2	Click Print Form to run the report. **Process Monitor** will open.
3	When the process reads **Success Posted**, click **Details.**
4	Click **View Log/Trace** to see the report.
5	Look for the PDF file, e.g. - SOIAP27B 3347834.PDF.
6	Click on the link to view the form.
7	Click the **Print** icon ne Adobe window to print the form.

APT27

Procedure | Print AP Collator Report (SOIAP008)

Navigation

Reporting Tools >> Query Viewer



APSC36 Query Viewer

Step	Action
1	Type **SOIAP** in the **begins with** field.
2	Click the **Search** button.
3	Click the **Excel** link for the query you want to run.

APT28

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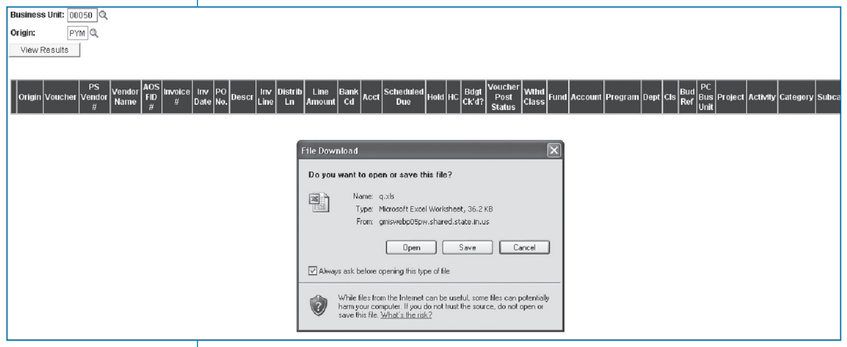

APSC37 Query

Step	Action
4	Enter the **Business Unit**.
5	Enter the **Origin**. (You may enter a % wildcard to see all vouchers for a business unit.)
6	Click the **View Results** button.
7	Click the **Open** button.
8	Save the Excel file.
9	Modify that the AP Collator Report to ensure that it lists all the vouchers, and only the vouchers, that you are submitting for payment.
10	Print the AP Collator Report and place it on top of the batch of invoices and Transmittal forms you are submitting to AOS.

APT29

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Loading High-Volume Payments

High-volume payments are loaded into ENCOMPASS via a batch upload process. These payments originate from another system, go to a payee that is not in the ENCOMPASS vendor file, and are not reportable. These payments include tax refunds, child support, and miscellaneous disbursements such as disability payments.

High-volume payments are loaded from a batch payment file. Agencies must work with their IT personnel to create a process for getting the data into the correct format for loading into ENCOMPASS and to identify the file directory where the batch payment file resides.

Steps to load high-volume payments

1. Create the flat file with the payment information and save the file to a designated folder.
2. Run the High Volume Payments Interface process in ENCOMPASS.
3. Correct any errors that occur.
4. Approve the batch of uploaded payments, thus sending the batch through the approval workflow.
5. Create the HV Payment Transmittal Form and send it to AOS.
6. AOS approves the batch of uploaded payments.
7. AOS runs the Pay Cycle process to create the payments.
8. The high-volume checks and remittance advices are returned to the agencies for disbursement.
9. The Flag Payments for Distribution process is run automatically to enable journal entries to be created for the payments.
10. Journal Generator is run automatically to create journal entries.

Perform the following procedure to load high-volume payments.

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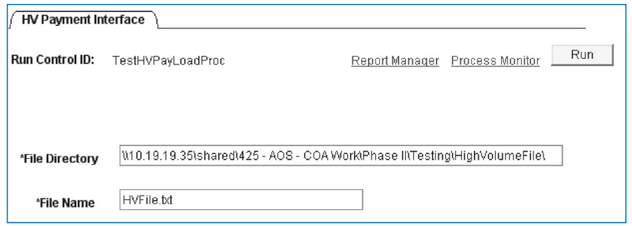
Run the High Volume Payments Interface process

Navigation

Accounts Payable >> High Volume Payments >> High Volume Payments Interface

Step	Action
1	Select a **Run Control ID** or create a new one if this is the first time you are running the process.

APT30



APSC38 HV Payment Interface

Step	Action
1	Enter the **File Directory**.
2	Enter the **File Name**.
3	Click **Run**.
4	Click **OK**.
5	Click the **Process Monitor** link.
6	Click the **Refresh** button after a couple of minutes, until Run Status is **Success** and Distribution Status is **Posted**.
7	Click the **Details** link.
8	Click the **Message log** link.
9	Confirm there are no errors in the message log.
10	If errors exist, correct them.

APT31

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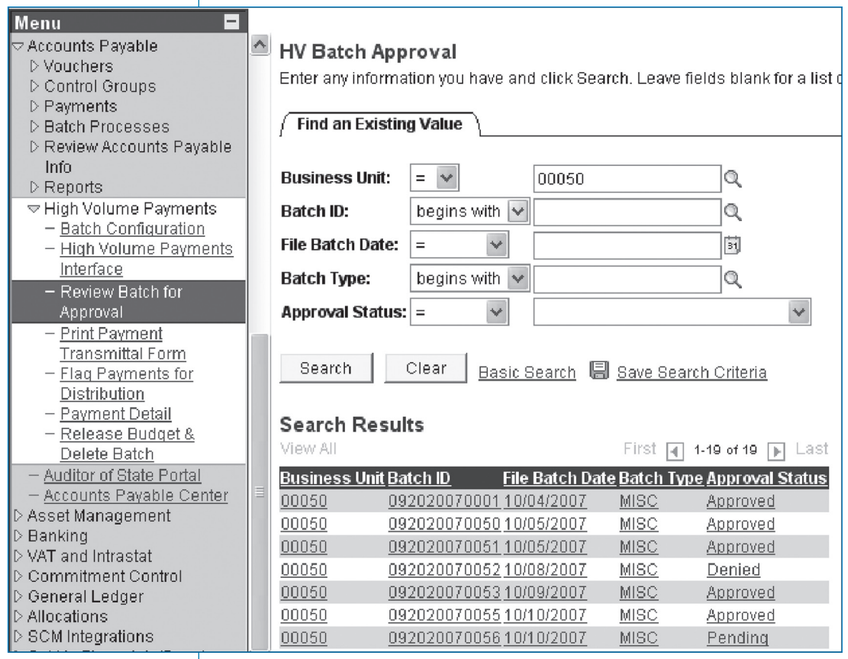
Approve the High Volume Payment Batch

If you do not have final approval authority, you will receive a message asking if you want to route the transaction. Click OK to trigger the workflow process.

Navigation

Accounts Payable >> High Volume Payments >> Review Batch for Approval



APSC39 Find an Existing Value Tab

Step	Action
1	Enter the **Business Unit.**
2	Click **Search**.
3	Select the **Batch ID** you just created. The status should be "Pending."

APT32

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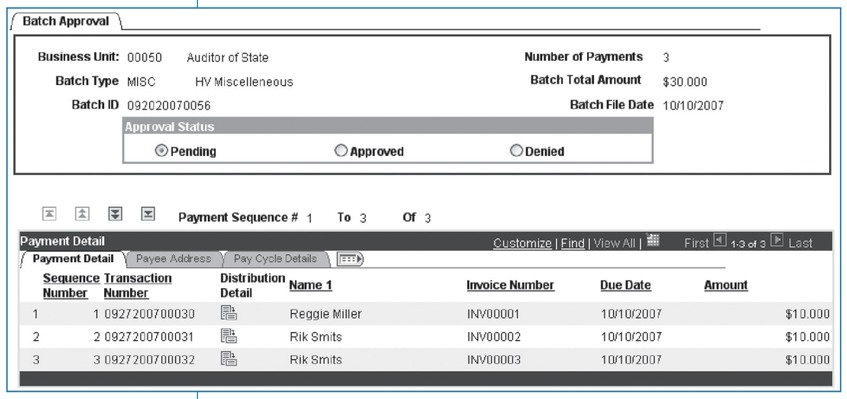
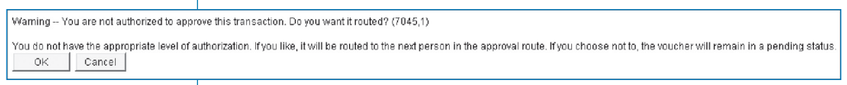


APSC40 Batch Approval page

Step	Action
4	Select **Approved**.
5	Click **Save**.

APT33

If you are not the final approver, you will receive a warning message saying you are not authorized to approve this transaction and asking if you want it routed.



APSC41

Step	Action
6	Click **OK**.

APT34

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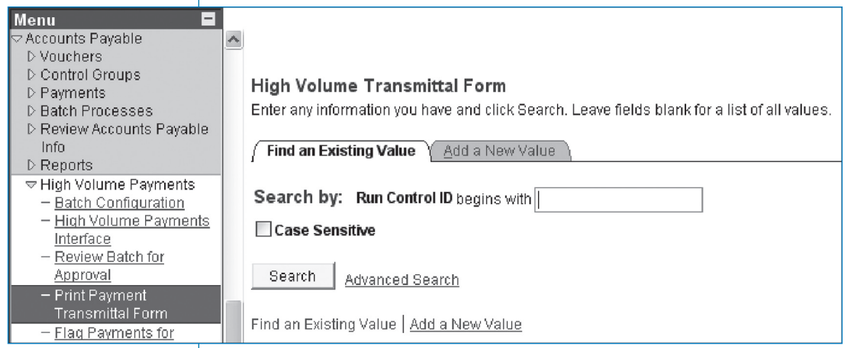
Create the HV Payment Transmittal Form

When the high-volume batch has received final agency approval, the HV Payment Transmittal form is printed and submitted to AOS. AOS gives final approval to the batch and creates the payments.

Navigation

Accounts Payable >> High Volume Payments >> Print Payment Transmittal Form



APSC42 High Volume Transmittal Form

Step	Action
1	Select a **Run Control ID** or create a new one if this is the first time you are running the process.
2	Click **Search**.

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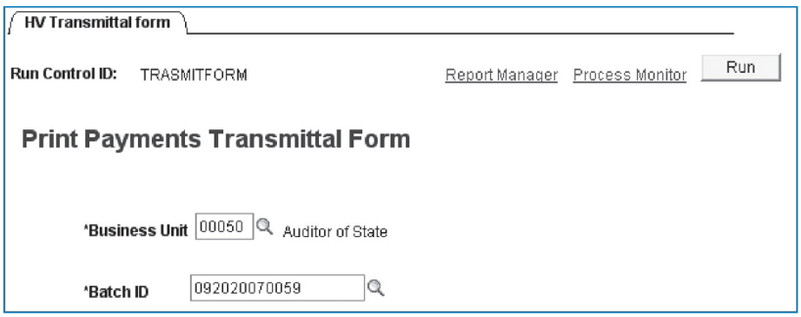

APSC43 HV Transmittal Form

Step	Action
3	Enter the **Business Unit**.
4	Enter the **Batch ID**.
5	Click **Run**.
6	Click **OK**.
7	Click the **Process Monitor** link.
8	Click the **Refresh** button until Run Status is **Success** and Distribution Status is **Posted**.
9	Click the **Details** link.
10	Click the **View Log/Trace** link.
11	Click the **PDF** file link and view the transmittal form.
12	Confirm that the number of payments and gross amount are correct.
13	Print the transmittal form and submit it to AOS.

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